Navy Personnel Command

Medical Department Officer Distribution Branch (PERS 4415)

CAPT David B. Miller, MSC, USN (4415-I)
LCDR Cameron L. Waggoner, MSC, USN (4415-J1)
Medical Service Corps Assignments

MSC Detailers

- ✯ Head/HCS Scientists/Clinicians: CAPT Brouker
- ✯ HCA, O-4 & above: CAPT Miller
- ✯ Operational Science-PA: LCDR Waggoner
- ✯ HCA, Junior Officers: LCDR Breier
- ✯ Order Writers: HM1 Jack, HM1 White
- ✯ Executive Medicine Opportunities:

  CAPT Brouker/CAPT Miller

Detailer Communication Options

- Telephone (901) 874-4051/4052/DSN 882
- E-mails: p4415j@persnet.navy.mil
- Visits: Conferences, command sponsored trips
- Detailer site visits:
  - As planned by NPC
  - As per requests of each command

http://www.persnet.navy.mil/pers4415/index.htm

Discussion Points

- Mission
- FITREPS
- Selection board preparation
- Assignment process
- Detailer/Specialty Leader relationship
- Counseling
- Keys to success

BUPERS Mission Statement

Our mission is to support the needs of the Navy by providing the Fleet with the right person in the right place at the right time. We strive to satisfy our Sailors' personal goals and improve their quality of life; we will provide them with meaningful and rewarding career opportunities, promote and retain the best, and ensure fair and equitable treatment of all hands, by all hands, at all times.

"*Navy Life … Getting Better Every Day.*"

Fitness Reports

- Most important personnel management tool---impacts *all* personnel decisions
- Writing FITREPs is an art
- Need to be written in language that *board members* will understand
- Describe and quantify performance
- Do not provide job description in block 41
- Recommendations are important
- Review timing of PCS move

Fitness Reports (cont)

- Document in narrative…
  - in an 0-4 billet as an 0-3.
  - selected (or nominated) for Navy Comptroller/Pharmacist/etc of the Year
  - board certified (especially if difficult to obtain)
  - publications
  - the fact that you have a unique job, e.g. “1 of 5 officers in the navy that can perform this vital function…”
  - “If not for forced distribution and being junior LT…”
  - “#1 MP MSC LT at this command”
  - “#1 HCS MSC LT at this command”

FITREPS (cont)

PERFORMANCE SUMMARY REPORT

NAME (LAST,FIRST MIDDLE)	DESIGN/RATE	SSN	PAGE 3 OF 3
SAILOR, IM A.	2300	123-45-6789	

PG	STATION	DUTY	DATES	MOS	REPORTING SENIOR			TRAITS 1	2	3	4	5	AVERAGE IND SUM	AVERAGE R/S CUM	PROMOTION REC SP	PR	P	MP	EP	RPT TYPE
03	GUAM	STF PHARM	901030 901231	02	SANTA C.	06	CO			5	1		3.17 3.25	3 3.30	0	1	X 1	0	1	RG
04	GUAM	STF PHARM	910101 921031	10	LEPRECAN I.	06	CO			4	2		3.33 3.40	6 3.50	0	0	X 1	1	1	RG CON
04	GLAKES	DIV OFF	921101 931031	12	CASPER G.	06	CO			4	2		3.33 3.50	11 3.60	0	0	4	X 3	2	RG
04	GLAKES	DIV OFF	931101 941031	12	CASPER G.	06	CO			3	3		3.50 3.21	41 3.50	0	0	5	X 3	2	RG
04	GLAKES	DIV OFF	941101 950301	05	CASPER G.	06	CO			2	4		3.66 3.66	44 3.22	0	0	0	0	X 1	RG

INDIVIDUAL TRAIT AVERAGE

SUMMARY GROUP TRAIT AVERAGE

REPORTING SENIOR CUMULATIVE AVERAGE

Selection Board Preparation

- Start >1 year before in zone
- Record review with detailer
- Attempting to get last minute service schools is not advisable

SELECTION BOARD PREPARATION (cont)

- **Order your microfiche--see our homepage for ordering information**
- **OSR/PSR online - www.staynavy.navy.mil**
- **Check for:**
  - **Photo in current grade**
  - **Regular FITREP Continuity**
  - **Awards**
  - **Education information--both degrees and service schools**
- ***Key point…don't send letter to board if info should be in record***

Selection Board Preparation (cont)

- ***AQDs*-- Forward your request via the chain of command to PERS 4415 with appropriate documentation.**
- ***Modify/change subspecialty code*-- Forward request via the chain of command, SL, BUMED 00MSC with appropriate documentation.**
- ***Civilian degrees--*** **Forward to PERS-312, with a copy to BUMED (MED 52).**
- ***Corrections to the PSR, Officer Data Card (ODC), missing service school certificates--*** **Provide to PERS 312.**
- **http://www.persnet.navy.mil/pers4415/index.htm**

Selection Board Preparation (cont)

Submitting letter to the board

- Rule 1: don't want to have to write such a letter - goal is to have a "ready record"
- don't use letter to update info that should be in record
- 1 great letter of recommendation should suffice…no more than 3
- keep cover letter short and germane for diverse audience

Selection Board Preparation (cont)

Submitting letter to the board

- Letter from the eligible officer--no third party correspondence
- Addressed to the Board President
  - May include anything eligible officer feels should be included in board deliberations including:
    - Awards, service schools, certifications not part of the official record
    - Missing or illegible items from the microfiche

Cover Detail pages

prev F/E | next F/E | cov | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9

NAME

OFFICER SUMMARY RECORD

YG 79 DATE PROC: 120498 SEQ.NUM: 0744

SSN	FILE NO	DESIGNATOR	DATE OF BIRTH	AGE	PROF.SERV.DATE	FOR BOARD USE
		1320	570310	41		

PROM HISTORY: DATE OF RANK	CAPT.	CDR	LCDR	LT	LTJG	ENS	WARRANT
		940801	890601	▸830601	810530	790530	

PRESENT DUTY STATION

NSAWC

HAND PICKED N6

PRESENT BILLET

TRA PLN AVFLGT

EDUCATION

COLLEGE	DATE/LEVEL	MAJOR	LANG PROF	SUB-SP
NWC NPT RI	91 MASTER	FRGN AFF STRG GEN		0028G
SALVE REGI	90 MASTER	MANAGMNT		
CITADEL	79 BACH/1 PR	MATH		

SERVICE SCHOOLS ATTENDED

COURSE:	AV SAF COMMAND		NAVWC COMD STF	
DATE/WKS:	9402	01	9006	42
COURSE:	SLATS			
DATE/WKS:	8701	02		
COURSE:				
DATE/WKS:				

ACTIVE DUTY BASE DATE	PREVIOUS MIL SERVICE:	YEAR	MONTHS	HIGHEST RATE/GRD
790512				

REMARKS

E-2 C.O. ALWAYS ABOVE THE PACK, COMMUNITY LEADER, RECOMMENDED FOR FRS C.O. BY BERNIE SMITH.

3
A

PERSONAL DECORATIONS

MER SVC MDL 01
AIR MDL S/F 03
NAV COM-V 03
NAV COM 04

SELECTED FOR JUNIOR SERVICE COLLEGE
SELECTED FOR SENIOR SERVICE COLLEGE

5
A

UNDERWAY QUALS, JPME-READY FOR JOINT.

CMD
E2C expert
Post Grad
IZ

SPECIAL QUALIFICATIONS

1.CARAEW E2C
2.AVIACDRCMD
3.CDO UNDRWAY
4.JPME PHASE1
5.NFOTRA ATDS
6.
7.
8.
9.
10
11
12

LPH/LHA/PHILBRON

BONUS SELECT

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NAME(LAST,FIRST,MIDDLE) — DESIG/RATE — SSN — DATE OF REPORT: 12/04/98

1320

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PG	STATION	DUTY	DATES	#MOS	REPORTING SENIOR NAME	PG	TITLE	TRAITS 1	2	3	4	5	AVERAGES RPT	CUM	PROMOTION SP	PR	P	MP	EP	RPT TYPE
	VAW-126	COMMAND	090195		ZELIBOR T		COM	0	0	0	2	5	4.71	7				X		MAJ CMD
O5		ING OFF	041296	7	E	O6							4.60	4.59	0	0	3	1	2	RG
	VAW-126	CO AFLO	041396		MOFFIT M		COMMAND	0	0	0	3	4	4.57	7				X		MAJ CMD
O5		AT	100396	6	G	O6	ER						4.57	4.61	0	0	3	1	2	RG
	NAVSTKAIRW	N6 DEPT	090197		SMITH B J		COMMAND	0	0	0	1	6	4.86	0				X		MAJ CMD
O5	ARCEN FA	HEAD	071798	11		O8	ER						4.85	0.00	0	0	2	1	1	RG
	NAVSTKAIRW	C4I/C2W	100396		SMITH B J		COMMAND	0	0	0	0	7	5.00						X	
05	ARCEN FA	DH	083197	11		08	ER								0	0	0	0	1	RG

CLF SILVER ANCHOR WINNER

TR BG Battle Mgt expert

Hand picked for this assignment

ALWAYS ABOVE THE PACK AS C.O., AND ALWAYS RANKED.

ASSIGNMENT TRIAD

Assignment Process

- Has profound impact on the Officer
- Key components are:
  - Needs of the Navy
  - Career and personal needs of the Officer
  - Wants of the Officer
  - PCS rule structure
  - Fiscal considerations

Assignment Process (cont)

- Needs of the Navy
  - Need valid billet/identified requirement
- Wants of the Officer
  - Wants ≠ needs
  - Geographical preferences
- Career and personal needs of the Officer
  - Job growth and personal/family considerations

Assignment Process (cont)

- PCS rule structure
  - OCONUS tour length requirement
    - Japan – max 3 dependents
  - CONUS tour length requirements
  - Billet coding
  - Gapping billets
  - Waiver process
  - EFM program

Assignment Process (cont)

- Fiscal
  - Always a consideration
  - Impact for FY04 moves yet to be determined

Assignment Process (cont)

- Talk with SL first
- Be honest – lay out all cards, family, school
  - Have your facts correct
  - Detailers take notes and network constantly
- Talk with detailer early – long/short term goals
- Emails > 1/4 page…indicative of phone call
- Military bearing will show in an email
- “Hiding out” will lead to disaster
- Don’t use “retirement trump card” – difficult to reverse

Assignment Process (cont)

- **Timeline for submitting requests for:**
- **Release from Active Duty: 9-12 months**
  - **MILPERSMAN 1920-090**
- **Resignations: 9-12 months**
  - **MILPERSMAN 1920-190/200**
- **Retirements: 9-12 months**
- **PRD Extensions: 9-12 months (12 Mos TOS)**
  - **MILPERSMAN 1331-020**
- **Always must consider the "daisy-chain" of moves and command impact**

Detailer/Specialty Leader Relationships

- Differs from specialty to specialty
- Must support one another
- Trust/open communication/mutual respect vital to the relationship
- Bad news to be delivered by Detailer
- D/SL individually have limited view of “assignment picture” – collaborative decision will lead to better outcome

Detailer/Specialty Leader Relationships (cont)

Specialty Leader: SG's advocate for specialty-specific concerns including: billet distribution, training, accessions, professional and career development.

Detailer: Officer's advocate; ensure career and personal concerns are balanced with the needs of the Navy; advocate for all subspecialties; career counseling/career

Counseling Officers

- Different types of counseling
  - Career counseling
  - Fitness report and officer record counseling
  - Failure to select counseling
- Satisfying/challenging
  - Opportunity to make strong impact on the officer by caring to take the time/make effort

Keys to Success

- Success of any given assignment is 95% dependent on the officer
- Attitude is single most important element of success.
  - Leadership = ability to inspire (can't inspire with bad attitude)
- Be passionate about what you do, inspire others and perform!
- Consistently communicate to subordinates how your mission supports "Big Navy's" mission

Keys to Success (cont)

- Either as an administrator, clinician or scientist…
  - Navy needs your specific skill set as a leader in your field of expertise
  - be the most effective leader you can be *in your field of expertise and document the results*
- Well written FITREPs highlighting “cause and effect bullets” in your area of expertise will make you competitive for promotion

Questions?

Thanks